

Federal Parent Locator Service

Federal Case Registry

Data Election Guide

Version 2.0
March 4, 2011

Administration for Children and Families
Office of Child Support Enforcement
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1. STATE ELECTION OF FPLS OPTIONS

The Federal Parent Locator Service (FPLS) is continually being improved in order to provide expanded data to states. The existing processes, as well as new enhancements, are offered to states as an option, because statewide systems may require additional programming in order to make optimal use of the data. This *Data Election Guide* provides the required forms that states must complete in order to take advantage of the FPLS options that are available, or when a state no longer wishes to exercise an option that was previously requested or received. The electronic version of this *Data Election Guide* can be found at <http://www.acf.hhs.gov/programs/cse/newhire/library/fcr/fcr.htm>.

To begin the process, copy the required form to a separate MS Word document. Each form should be completed by the state IV-D director, or a designee. Indicate 'Y' (Yes) in the last column to initiate an option, or 'N' (No) to discontinue an elected option. No signature is required. After the form is completed, attach the electronic form in an email to the state's Technical Support Liaison. A listing of the assignments and email addresses for liaisons can be found at <http://www.acf.hhs.gov/programs/cse/newhire/contacts/fcrtscontacts.htm>.

Upon receipt of the data election forms, the State Technical Support Liaison will forward a copy to the OCSE Library and will return the Data Election Acknowledgement form (shown below) to the IV-D director in an email with a copy of the data election option form(s) that had been submitted.

DATA ELECTION ACKNOWLEDGEMENT			
The Data Election form(s) that were submitted by your state has/have been received and is/are being processed. A copy of the request(s) is/are attached to this message.			
State Technical Support Liaison		Date MM/DD/CCYY	
Email Address		Phone (999) 999-9999	

Part 2 of this document provides a separate section for each data election form. Each section includes instructions for selection of the available data options, followed by a copy of the form.

2. DATA ELECTION OPTION FORMS

2.1 FCR Acknowledgement Record Suppression Options

For the Federal Case Registry (FCR), states can suppress unwanted acknowledgements and can consolidate certain duplicate FCR-to-FCR Proactive Match records by submitting the FCR Acknowledgement Record Suppression Options form (Figure 2-1). This four-part form provides states with the option to suppress responses from the FPLS, based on how their statewide system is programmed. States may also use this form to request consolidation of multiple responses for the same person.

The FCR generates acknowledgements of input transactions for every record that is submitted. When errors or abnormal conditions are identified, records are returned with error or warning messages. ‘Pending’ case or person acknowledgements may be returned while the Social Security number (SSN) validation occurs. The default is for the FCR to return all of the records with their associated error, warning or information codes.

A. FCR CASE ACKNOWLEDGEMENT/ERROR RECORD

This option allows states to suppress the accepted acknowledgements for case ‘adds,’ and elect to receive only the errors and warnings. A second option allows states to suppress ‘pending’ case acknowledgements. To elect either of these options, complete Section A (shown in Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: This option is advantageous if the state staff establishes a logical default for records that are not returned. However, a logical default cannot be assumed if both accepted and pending acknowledgement records are suppressed. Suppression of both accepted and pending acknowledgements does not allow states to distinguish between records that are pending on the FCR from those that have been accepted. Reference the *Technical Assistance Guide (TAG)*, Section 7.4, “How to Work with Response Records.”

B. FCR PERSON/LOCATE REQUEST ACKNOWLEDGEMENT/ERROR RECORD

This option allows states to suppress the accepted person acknowledgements for person ‘adds’ and Locate Requests when no additional information is provided, no errors or warnings are returned, or the person acknowledgement is ‘pending.’

Note: The accepted acknowledgement for an input transaction to add, change or delete a person in a case is not suppressed when the FCR Primary SSN was verified, there were no error or warning conditions detected, and a date of death is present on the FCR Death Master file.

To elect this option, complete Section B (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: See above (after Section A).

C. FCR QUERY ACKNOWLEDGEMENT/ERROR RECORD

This option allows states to suppress the accepted acknowledgements that have no warning codes. To elect this option, complete Section C (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: See above (after Section A).

D. FCR-TO-FCR PROACTIVE MATCH CONSOLIDATION

This provides the state with the option to suppress multiple FCR-to-FCR Proactive Match records for the same person in the same case. This enables the state to filter redundant data that is returned by the FCR. To elect this option, complete Section D (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: Consolidation of responses is beneficial to states because it reduces the amount of redundant data that are returned to states by the FCR. States use this process to consolidate the information that is returned for a particular case, and to ease the programming burden, so the chance of duplicate information being stored is reduced.

Figure 2-1: FCR Acknowledgement Record Suppression Options

FCR ACKNOWLEDGEMENT RECORD SUPPRESSION OPTIONS			Enter 'Y' to begin or 'N' to discontinue options previously elected
A. FCR Case Acknowledgement/Error Record			
A-1. Suppress the accepted acknowledgement input record only if no error or warning codes are associated with the record.			
A-2. Suppress the pending acknowledgement for a IV-D or non-IV-D case input record.			
B. FCR Person/Locate Request Acknowledgement/Error Record			
B-1. Suppress the accepted acknowledgement for an input transaction to add, change or delete a person in a case only if the submitted SSN was verified, there were no error or warning conditions detected and SSA's records did not provide verified multiple SSNs associated with the person.			
B-2. Suppress the pending acknowledgement for an input transaction to add the person to or change the person on the FCR.			
B-3. Suppress the accepted acknowledgement for an input transaction initiating a Locate Request for a person only if the submitted SSN was verified and there were no error or warning codes associated with the request.			
B-4. Suppress the pending acknowledgement for an input transaction initiating a Locate Request for a person.			
C. FCR Query Acknowledgement/Error Record			
C-1. Suppress the accepted acknowledgement for an input transaction only if there were no warning conditions associated with the request.			
D. FCR Query/Proactive Match Response Record			
D-1. Suppress multiple FCR to FCR proactive match records for the same person in the same case.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.2 Data Inconsistency and FCR Reconciliation File Election

The FCR produces two reports at the state's request that aid in the identification of data issues, or that help the state to ensure that the information on the State Case Registry (SCR) agrees with the information on the FCR.

A. FCR DATA INCONSISTENCY FILE

This file provides information about specific data inconsistencies for all active participants on IV-D cases that have a verified SSN. This option allows the state to make corrections to data, which improves the quality of the data that are on the FCR. Participants with a Family Violence (FV) indicator are excluded from this file.

The Data Inconsistency file is sent to states on a quarterly basis, and edits for:

- Participant Type is 'PF' (Putative Father) and the Order Indicator is 'Y'
- Participant Type is 'CP' (Custodial Party), 'NP' (Noncustodial Parent) or 'PF', and the participant age is less than 11 years
- The Sex Code is not 'F' (Female) or 'M' (Male)
- The Participant Type is 'PF' and the Sex Code is 'F'

In order to receive the Data Inconsistency file, states must complete Line A-1 of the option form in Figure 2-2, and must submit the form according to the instruction in Part 1, "State Election of FPLS Options." Ensure that your email message also contains:

- Your state contact for establishing the CyberFusion Integration Suite (CFI) connection
- The dataset name you want the incoming file to be named. This name should generally be consistent with your normal naming conventions

Benefit: This aids in identifying data anomalies in Person records so states can correct participant data within their system. Reference the TAG, Section 7.3.3, "How the FCR Can Help with Case Clean-Up."

B. FCR RECONCILIATION FILE

This file provides all of the case and person data, or filtered case and person data that are stored on the FCR for a state. This enables the state to verify that its case and person data on the FCR agrees with the statewide system. The FCR Reconciliation file is returned to states upon request.

Complete Line B-1 (shown in Figure 2-2) to receive a complete file of all of the Cases and Participant records that are stored on the FCR. Warning codes are returned for persons who have an FV indicator stored on the FCR.

States may specify the type of data being returned in the reconciliation file by using Lines B-2 through B-8 (Figure 2-2). For example, if a reconciliation of FV indicators is planned, use Line B-4 to indicate the records that are to be returned. This function saves the states additional programming resources to further refine the Response Reconciliation file.

To request the FCR Reconciliation file, send the completed option form (Figure 2-2) to request the file according to the instructions in Part 1, “State Election of FPLS Options.” Ensure that your email message also contains the name, email address and telephone number of the individual who should receive the FCR Reconciliation file at the state.

Benefit: States should request an FCR Reconciliation file once each year to facilitate synchronization between the SCR and FCR. The file returns case and person data that are stored on the FCR that may be compared to the SCR. States can then transmit data corrections to the FCR so the FCR remains an accurate reflection of the SCR. Additionally, states may request targeted reconciliation files that assist in reconciling specific areas, such as FV and SSN verification. It is important that state systems remain synchronized with the FCR so vital Locate information can be returned appropriately to states. Additionally, the FCR Reconciliation file is helpful for states that may have missed transmissions to the FCR. Reference the TAG, Section 7.3.6, “How to Stay Synchronized with the FCR.”

Figure 2-2: Data Inconsistency and FCR Reconciliation File Election

A. DATA INCONSISTENCY FILE ELECTION		Enter 'Y' to begin or 'N' to discontinue options elected	
A-1. Return Data Inconsistency File to the state on a quarterly basis.			
B. FCR RECONCILIATION FILE ELECTION			
Select either B-1 or a combination of B-2 through B-8.			
Full FCR Reconciliation			
B-1. Return full reconciliation file.			
Limited FCR Reconciliation Based on Selection Criteria Below			
Filter FCR Case Records	IV-D	Non-IV-D	Both
B-2. Return selected Case Type.			
	With Order	Without Order	Both
B-3. Return selected Order Indicator (<i>applies to IV-D cases only</i>).			
Filter FCR Person Records	IV-D	Non-IV-D	Both
Select only one of the options B-4 through B-8, below. If no Person record options are selected, all persons who are associated with the cases selected above are returned.	Set by Your State	Not Set by Your State	Both
B-4. Return Person records for participants with a family violence indicator (FVI).			
	Verified	Unverified	Both
B-5. Return Person records with SSN Verification Code.			
B-6. Return Person records with a date of death present.			
B-7. Return Person records with multiple SSNs present.			
B-8. Return Person records with a verified additional SSN.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.3 NDNH Response Options

National Directory of New Hires (NDNH) information is returned to states proactively when new information is added to the NDNH for an FCR participant, or when a new participant is added to the FCR. States can control whether the NDNH responses contain validated addresses or data from the requesting state.

A. RECEIVE NDNH PROACTIVE MATCH RECORDS THAT FAIL ADDRESS SCRUBBING

This provides states with the option to receive incorrect addresses and the Address Scrubbing Code on NDNH Proactive Match Responses. Some states consider the address as still useful, even though it failed address scrubbing. Section 6.10.1.1, “Address Editing of Proactive Match Responses,” of the *FCR Interface Guidance Document (IGD)*, describes the filtering of addresses that failed the edits.

To receive Proactive Match records that have failed the FINALIST address scrubbing routines, a state must complete Section A on the NDNH Response Options form, (Figure 2-3), and submit it according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: This option may be helpful as a last resort for address data. Many states have expressed the need to receive the information that is maintained on the NDNH, even if it is incomplete, because it may result in a Locate lead. State systems should allow for the Address Scrubbing Code so caseworkers can understand that there may be a potential problem with the address.

B. NDNH-TO-FCR PROACTIVE MATCH: RETURN SAME STATE DATA

This option allows states to receive their own NDNH data in FCR proactive matches. The FCR normally filters NDNH information that is sent as a result of NDNH-to-FCR or FCR-to-NDNH Proactive Matching by not returning any records to a state that the state submitted to the NDNH. The state may choose to remove this filtering and receive, through the Proactive Match process, all of the appropriate NDNH records, including those records that the state sent to the NDNH.

Section 2.5.2.2.2, “FCR Option to Receive Data Registration,” in the *FCR IGD*, describes the filtering of NDNH information as a result of NDNH-to-FCR and FCR-to-NDNH Proactive Matching. States may opt to receive their own submitted New Hires (W-4) only, Quarterly Wage (QW) only, Unemployment Insurance (UI) only, or any combination, or all of the W-4, QW and UI records. To exercise this option, the state must complete Section B (Figure 2-3, “NDNH Response Options”) to indicate the data selected by the state. Submit the form according to the instructions in Part 1, “State Election of FPLS Options.”

Note: State automated processes must ensure that timeliness standards continue to be met.

Benefit: This was developed for those states that do not receive W-4 data on a regular basis from their State Directory of New Hires (SDNH). This process allows states to receive W-4, QW and UI information in a timely manner, which increases the possibility

of locating a noncustodial parent (NCP), and initiating income withholding orders more quickly.

C. NDNH ‘CS’ LOCATE: RETURN SAME STATE DATA

This option may be used to ensure that states receive all of the appropriate information in response to a ‘CS’ Locate Request (Child Support Request for IV-D purposes) – including data that are submitted by their own state. States may find the retrieval faster and easier than trying to obtain the data from their own state source.

Section 6.7.1.1.3, “FCR Option to Receive Data Registration,” in the *FCR IGD*, describes the filtering of NDNH information that is sent as a result of an NDNH CS Locate Response. States may choose to remove this filtering, and may opt to receive their own state-submitted W-4 only, QW only, UI only, or any combination, or all of the W-4, QW and UI records. To exercise this option, the state must complete Section C (Figure 2-3) to indicate the data that are selected by the state. Submit this form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: This can be used by states as a backup for proactive matching. Submission of NDNH Locate Requests is another method for receiving W-4, QW and UI information. Prior to this enhancement, the CS Locate Request type returned QW records that were provided by federal agencies, other states and the Internal Revenue Service (IRS). Now, states may request a CS-type Locate and receive this same information – in addition to their own state’s data. This is helpful for those states that do not store QW and UI information as provided by their state workforce agency (SWA) – and for those states that can receive W-4 data more quickly from the FPLS than from their SDNH.

Figure 2-3: NDNH Response Options

NDNH RESPONSE OPTIONS			Enter 'Y' to begin or 'N' to discontinue options elected
A. Request to Receive NDNH Proactive Match Records that Fail Address Scrubbing			
A-1. Return the NDNH Proactive Match records, with the provided address, if the address fails address scrubbing routines.			
B. NDNH Proactive Matching			
B-1. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: QW.			
B-2. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: UI.			
B-3. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: W-4.			
C. NDNH CS-Locate Response Record			
C-1. Return Locate Response information submitted to NDNH by own State: QW.			
C-2. Return Locate Response information submitted to NDNH by own State: UI.			
C-3. Return Locate Response information submitted to NDNH by own State: W-4.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.4 SSA Proactive Matches and Sweeps

State Verification and Exchange System (SVES) data identifies participants who receive, have previously received or have been denied Social Security benefits. States receive SVES data upon submission of a Locate Request to the FPLS. This form can be used to request that the state also receive SVES data proactively when a person is added or changed on the FCR.

Note: This match does not proactively provide information to the FCR when a person record is added or changed at the Social Security Administration (SSA).

Therefore, this form provides states with the option to proactively receive information about adult participants who have applied for Social Security benefits.

As states work to ensure that available data from SSA is being used, states may also request a sweep of SSA Title II records in order to identify persons that are receiving benefits. Using data from the sweep, states can ensure that benefits for current participants are known, recognizing that applicants for SSA benefits are identified on the Title II Pending Claims file.

States may also request a sweep of the Annual Wage Reporting (AWR) system. The AWR information includes wage information as reported by the employer as well as a self-employment indicator and the amount of self-employment income. This is the only source of self-employment data that is available from the FPLS.

A. FCR-TO-SVES PROACTIVE MATCH

This provides states with the option to automatically receive Title II, Title XVI and Prisoner Locate Responses from the FCR-to-SVES Proactive Match interface. This interface creates an FCR-to-SVES Proactive Match Request for a person with a verified SSN, in a IV-D case, with no FV indicated, and a Participant Type of 'PF' or 'NP,' with additional options for 'CP' and/or 'CH' (Children) to SVES.

The FCR-to-SVES Proactive Match process initiates Locate Requests when:

1. A state adds a person to a IV-D case
2. A state changes case type from non-IV-D to IV-D
3. A state changes the person participant type in a IV-D case
4. A state changes a person with an unverified SSN to a verified SSN in a IV-D case
5. A state removes FV from a person, and the person is in a IV-D case

The FCR returns only positive FCR-to-SVES Proactive Match Locate Responses with address and benefit information. States receive FCR SVES Title II (E05), Title XVI (E06) and/or Prisoner (E07) Locate Response records. An indicator in position 3 of the Response record identifies that the matched response is the result of FCR-to-SVES Proactive Match.

The FCR-to-SVES Proactive Match process does not return a negative Locate Response (FCR SVES Not Found Response (E10)).

A state can request a SVES Locate if the Locate Request Type is 'CS', and the Locate Source field contains 'ALL' or 'E01' in the FCR Input Person/Locate Request record. The FCR-to-SVES Proactive Locate Request is suppressed if a SVES Locate Request is initiated for transaction types 'add' or 'change' person.

States may choose to request the Proactive SVES match by completing Section A of Figure 2-4, "SSA Proactive Matching and Sweep Options," and submitting it according to the instructions in Part 1, "State Election of FPLS Options."

Section 10.4, "SSA's State Verification and Exchange System (SVES)," in the *FCR IGD*, describes the access that is provided to states through the Locate process to Title II, Title XVI and Prisoner Databases.

Benefit: This option allows states to proactively receive SVES data when a person is added to the FCR, or the Person record is changed on the FCR. Title II and Title XVI records contain address information that may be useful to locate NCPs. Title II responses contain information regarding disability and retirement income, which can be used to initiate income withholding orders, and to ensure dependent children are receiving eligible benefits. Title XVI responses provide Supplemental Security Income (SSI) benefits, which cannot be withheld for child support purposes, but may be helpful in identifying the need for review and adjustment and an order modification. Prisoner data provided by SVES can be helpful in locating NCPs, particularly NCPs who are incarcerated in another state. This data can be used to determine an expected date of release, work status, and parole information. See the TAG, Section 7.3.2.6, "Social Security Administration Locate Requests."

B. TITLE II PENDING CLAIM RESPONSES

The FCR proactively returns the FCR Title II Pending Claim Response record (Record Identifier 'FK') with a Locate Source Response Agency Code of 'E04,' which contains the SSA Title II Pending Claim information. As claims are added to, and/or changed on, SSA's Title II Pending Claims file, the claim's beneficiary SSN is compared against the FCR. The SSA Title II Pending Claim information is returned to the state as a proactive match if the SSA beneficiary's SSN matches an FCR SSN that:

- Is verified
- Has no FV
- Is in an open IV-D case
- The state has elected to receive this proactive match

States that want to receive this proactive match must complete Section B of the SSA Proactive Matching and Sweeps Options form (Figure 2-4). The completed form should be submitted according to the instructions in Part 1, "State Election of FPLS Options."

Benefit: Information about SSA benefits is returned to states in response to a Locate Request, or optionally, provided proactively when a person is added or changed on the FCR. Neither of these Locate processes generally ensures that states learn about SSA benefits in time to attach initial lump sum payments, and to put an income withholding

order in place to withhold initial benefit payments. SSA benefits may be awarded and paid out before the child support office learns of the action. Having access to Title II Pending Claim data provides early detection of a Title II application for benefits. The SSA Title II applicant file is matched daily with the FCR, ensuring that states can learn of an application in time to send an income withholding order to SSA. SSA holds the order indefinitely and acts upon the order when benefits are paid out. Using the information from the Title II Pending Claims Response file improves a state's ability to intercept lump sum payments, expedites collection of on-going support payments, and increases overall collections.

C. AWR SWEEP

This provides states with the option to participate in a periodic sweep against SSA's Annual Wage Reporting (AWR) file. States regularly receive the AWR match data in response to an SSA Locate Request. In addition, approximately once or twice each year, OCSE schedules a sweep of the AWR file. States that wish to participate in the sweep must have a request on file at OCSE prior to the sweep being run. Participant types 'NP' and 'PF,' who are in a IV-D case with no FV, are matched against the AWR file for participating states.

The AWR information received from SSA contains employment data that has been reported through the NDNH. States have the option of receiving only 'Self-Employed' AWR Responses in the sweep to help identify wage responses that may not have been previously reported.

Note: AWR data is federal tax information and requires the same safeguarding protection as any other IRS data. For more information, please refer to IRS Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies and Entities.

The FCR returns positive proactive responses, and drops the negative responses. The positive responses are subject to the Suppress Positive Redundant Proactive/Locate Responses process (see Figure 2-5). AWR Sweep Responses are returned in the FCR Locate Response record (Record Identifier 'FF,' Match Type Code 'P,' Locate Source Response Agency Code 'E01').

To elect this option, complete Section C of the State Verification and Exchange System (SVES) Options form (Figure 2-4). Submit the form according to the instruction in Part 1, "State Election of FPLS Options."

Benefit: QW records do not contain data about the self-employed, or those who are not covered by state unemployment insurance laws. This enhancement helps to identify income for the self-employed, and those working in "non-covered" employment which may include significant agricultural segments of the economy or non-profit institutions. This match provides states with additional income information that can be used to improve collections and location efforts.

D. SVES TITLE II SWEEP

This gives states the option to receive an on-demand sweep of the state's FCR participants that are matched against SSA's Title II SVES file. States that currently receive Proactive SVES matches (Section A), and Title II Pending matches (Section B) are eligible for the optional on-demand sweep of SVES Title II. The participant types that are specified in Section A are used to identify which participants the FCR sends to SVES for Title II matching in this sweep request process.

The FCR only returns positive match responses to the state in the format of the FCR SVES Title II Locate Response record with an SVES Match Type of 'P', for a person:

- With a verified SSN
- With no FV
- In a IV-D case

The negative responses are not returned to the state. The state option to filter positive redundant proactive responses (Figure 2-5) does not apply to this on-demand sweep. This process is run independently of other Locate Requests, and is not affected by prior or future SVES requests.

States may elect to receive this on-demand SVES Title II sweep by completing Section D (Figure 2-4). Submit the form according to the instructions in Part 1, "State Election of FPLS Options."

Benefit: States do not receive automated notification when pending Title II claims move from the SSA Pending Claim file to a Title II disposition. Depending upon how a state has automated the response to SVES data, states may need to periodically check participants against Title II to ensure that benefit information is known to the state, and is being used in case processing.

Figure 2-4: State Verification and Exchange System (SVES) Options

STATE VERIFICATION AND EXCHANGE SYSTEM (SVES) OPTIONS			Enter 'Y' to begin or 'N' to discontinue options elected
A. FCR State Verification and Exchange System (SVES) Proactive Match Election			
A-1. Return proactive SVES data for NCP and PF participants.			
A-2. Return proactive SVES data for CP participants.			
A-3. Return proactive SVES data for CH participants.			
B. Title II Pending Claim Proactive Match Election			
B-1. Return proactive matches from the Title II Pending Claims file.			
C. FCR to SSA Annual Wage Reporting (AWR) Sweep Election			
C-1. State requests an SSA AWR Sweep.			
C-2. State elects to <u>only receive self-employed responses (positions 706-707 contain the value 'SE')</u> from the SSA AWR Sweep. All other AWR Sweep positive results are suppressed.			
D. SVES Title II Sweep Election (State must have selected to receive SVES Proactive matching and the Title II Pending Claim file)			
D-1. State requests a SVES Title II Sweep for the same participants as selected in Section A above.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.5 FPLS Locate Filtering Options

Due to the large amount of data passing between the states and the FPLS, states have the option to suppress data that may not prove useful, or that has been received previously. Locate Requests that do not return information may consume valuable processing time. Receiving the same Locate data repeatedly may be problematic for caseworkers.

A. SUPPRESS NEGATIVE LOCATE RESPONSES

This option allows states to avoid receiving Locate Responses when no information was found. This option applies only to Locate Request Type 'CS' (Child Support Request for IV-D purposes). No other Locate Request types, (Adoption/Foster Care [AD], Custody and Visitation [CV], Locate Only [LC] and Parental Kidnapping [PK]), are suppressed.

The FCR also offers the state an additional option to continue receiving the field Locate Closed Indicator (position 353) on the last negative Locate Response, though the response would have otherwise been suppressed as yielding no information.

When a state opts to suppress Negative Locate Responses, the following Locate Responses are not returned to the state:

- FCR NDNH Locate/Proactive Match Response record (Record Identifier 'FN') with a:
 - NDNH Match Type of 'L' (NDNH Locate Request Response)
 - Locate Source Response Agency Code of 'H01'
 - Locate Response Code of '10' (NDNH does not have the SSN on file, or the submitter of this CS-type Locate Request provided the only information on file for the SSN and has not requested its return)
- FCR SVES Not Found Response record (Record Identifier 'FK') with a:
 - Locate Source Response Agency Code of 'E10'
 - Locate Response Code of '10' (Locate source does not have the SSN on file)
- FCR Locate Response record (Record Identifier 'FF') with a:
 - Locate Response Code of '10' (Locate source does not have the SSN on file)
- Locate Source Response Agency Code of:
 1. A01 – Department of Defense (DoD)
 2. A02 – Federal Bureau of Investigation (FBI)
 3. A03 – National Security Agency (NSA)
 4. C01 – IRS non-1099
 5. E01 – SSA
 6. F01 – Veterans Affairs (VA)
- FCR Locate Response record (Record Identifier 'FF') with a:
 - Locate Response Code of '22' (Good SSN, no record of earning)
 - Locate Source Response Agency Code of 'E01' (SSA)

The Locate Response codes '06' (FCR case type change from IV-D to non-IVD, person deleted from case or case closed) and '39' (disclosure prohibited – person is associated with FV) are returned to the submitter for all Locate sources.

States can choose this option by completing Section A of the FPLS Locate Response Suppression Options form (Figure 2-5). Submit the form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: Electing this option helps reduce the volume of data, and negative Locate Responses, that are returned to the state.

B. SUPPRESS POSITIVE REDUNDANT PROACTIVE/LOCATE RESPONSES

This option offers states the ability to suppress data from certain FPLS transactions when the data have been received previously, and the Case Type is ‘IV-D.’ An additional option allows the state to specify the time period before redundant data is returned to the state. For example, if data were returned in October 2008, for a state that specified a three-year suppression period, redundant data would not be returned to the state until after October 2011.

The following suppression options are available:

- Suppress redundant FCR-to-NDNH Proactive Match Responses that were initiated by a Change Person transaction
- Suppress redundant FCR-to-SVES Proactive Match Responses that were initiated by a Change Person transaction
- Suppress DoD, VA, IRS, SSA, AWR and/or SVES Locate Responses with a Locate Request Type of ‘CS’ that were initiated by a Change or Locate Person transaction

Note: States can suppress any combination of these Locate sources.

- Suppress NDNH Locate Responses with a Locate Request Type of ‘CS’ that were initiated by an Add, Change or Locate Person transaction.

See Section 6.7.1.1.5, “Filter Positive Redundant Proactive and/or Locate Responses,” of the *FCR IGD*, for a detailed description of this process. Chart 6-21, in Part 6 of the *IGD*, “FCR Transaction Specific Information,” summarizes the transactions that are eligible for suppression.

The FPLS suppression process determines whether the information from the Locate Response has already been returned to the state within the state’s specified timeframe. The FCR stores response information on a file for comparison against the next response that is returned from a Locate source. If the response information is determined to be a match of a previous response that was already returned to the state and the state selected the option to suppress redundant data, the FCR does not return the current response.

States can suppress positive redundant Locate Responses by completing Section B (Figure 2-5) that specifies which responses to filter, and specifies the time period of suppression for one or three years (except for NDNH, which is one year). States may also take advantage of an additional option to override the suppression if the positive response is the last response of a group, so a Locate Closed Indicator can be returned.

States can take advantage of these options by completing the FPLS Locate Suppression Options form, (Figure 2-5), and submit the form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: Electing this option helps reduce the volume of data, and duplicate Locate Responses, returned to states.

***Note:** When this option is first elected, each selected Locate source returns the first tracked Locate Response. Future responses are compared against the initial tracked Locate Response to determine whether a response should be returned to the state.*

Figure 2-5: FPLS Locate Response Suppression Options

FPLS LOCATE RESPONSE SUPPRESSION OPTIONS			Enter 'Y' to begin or 'N' to discontinue options elected
A. Suppress Negative Locate Responses			
A-1. Suppress Negative Locate Responses for Locate Request Type of 'CS'.			
A-2. Return a Locate Response containing the Locate Closed indicator even though the response would have otherwise been suppressed as a negative response.			
B. Suppress Positive Redundant Proactive/Locate Responses			
B-1. Suppress redundant FCR-to-NDNH Proactive Match Responses.			
B-2. Suppress redundant FCR-to-SVES Proactive Match Responses.			
B-3. Suppress redundant NDNH Locate Responses with a Locate Request Type of 'CS'.			
B-4. Suppress redundant DoD Locate Responses with a Locate Request Type of 'CS'.			
B-5. Suppress redundant VA Locate Responses with a Locate Request Type of 'CS'.			
B-6. Suppress redundant IRS Locate Responses with a Locate Request Type of 'CS'.			
B-7. Suppress redundant AWR Locate Responses with a Locate Request Type of 'CS'.			
B-8. Suppress redundant SVES Locate Responses with a Locate Request Type of 'CS'.			
B-9. Specify time period (1 or 3 years) to be used to suppress redundant responses. Note: For NDNH, the time period for suppressing redundant Locate Responses is one year.			
B-10. Return a Locate Response that contains the Locate Closed indicator, even though the response would have otherwise been suppressed as redundant.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.6 FCR Change of Address Verification Annual Election and Agreement

The FCR facilitates change of address verification using files that are submitted by participating states (FCR Change of Address Verification Request record, Record Identifier of 'NC'). This process returns reports of address changes from the U.S. Postal Service (USPS). States have the option to check IV-D participants' (with verified SSN/Name Combination and no FV) addresses against the NCOA^{Link®} database.

States are also offered the option of suppressing negative responses. This suppression is specific to this data source. If this option is elected, ensure that system programming accounts for a negative response.

When a state is ready to begin the FCR-to-NCOA^{Link} interface, the FCR Change of Address Verification Annual Election and Agreement form, (Figure 2-6) must be completed and submitted according to the instructions in Part 1, "State Election of FPLS Options." Upon receipt, OCSE sends an Information Package to the state that contains the USPS' NCOA^{Link} Processing Acknowledgement Form (PAF). The state must return the signed PAF to OCSE.

The interface takes effect as soon as both forms are processed, and continues until the following September 30. Each year the state must re-certify participation for the FCR-to-NCOA^{Link} interface, and must complete both forms before September 30 to continue the interface without interruption.

Benefit: Participating states benefit in many areas of case management, such as reducing the volume of undeliverable mail, reducing forwarding mail fees, reducing the need to generate postmaster letters to the USPS, proactively tracking participants as they move, and expediting the service of process.

Figure 2-6: FCR Change of Address Verification Annual Election and Agreement

FCR CHANGE OF ADDRESS VERIFICATION ANNUAL ELECTION AND AGREEMENT			
<p>The Federal Case Registry has added an interface with the United States Postal Service's (USPS) National Change of Address (NCOA^{Link®}). The NCOA^{Link} database is a national database of address change information that is maintained by the USPS. States have the option to check IV-D participants' (with verified SSN/Name Combination and no family violence) addresses against the NCOA^{Link} database.</p>			
Enter 'Yes' in the box to the right if the following statements are true.			
<p>I certify and acknowledge the addresses that are returned by the NCOA^{Link} from the Federal Parent Locator Service/FCR will be used for the sole purpose of maintaining IV-D participant addresses. The NCOA^{Link} addresses may be used for the purpose of establishing paternity or to establish, set the amount of, or modify, a child support obligation; and to enforce a child support obligation pursuant to Part D, Title IV of the Social Security Act. The USPS prohibits the usage of the NCOA^{Link} for location purposes.</p> <p>I understand that the state must complete this form every year to participate in this interface.</p>			
Enter From Date and To Date in the box to the right.		<p align="center">Certification Period</p> <p>From: _____ To: September 30, 20_____</p>	
<p>The FCR is offering a suppression option for "no match found" responses. Enter 'Yes' in the box to the right to suppress the Change of Address Verification Response Code of '10', (no match found by NCOA^{Link}).</p>			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

2.7 FCR Print Reports Programs Election

Because states may have not had the opportunity to automate the handling of some of the data received from the FPLS, OCSE offers states the option of receiving formatted reports that can be viewed or printed.

A state that opts to receive any of the FCR print reports—Title II Pending Claim, SVES Title II, SVES Title XVI, SVES Prisoner, SVES Not Found, SSA Death Master Match, Defense Manpower Data Center (DMDC) Proactive Match, Insurance Match, AWR Locate and/or AWR Sweep (Proactive)—must allocate a dataset to receive a new FCR 132-byte fixed-block report transmission file via CyberFusion Integration Suite (CFI). If multiple FCR print reports (i.e., from more than one source) are created in the same day, the reports are transmitted in a single file.

A state that opts to receive the Interstate Case Reconciliation (ICR) print report must allocate a data set to receive a new ICR 132-byte fixed-block report transmission file via CFI. For ICR, the state must indicate whether it wants reports from the regular ICR match and/or the ICR-FCR Supplemental match.

States that would like to receive one or more of the available report formats must complete the FCR Print Programs Election form (Figure 2-7). When a state is ready to begin receiving the report format information, and has established the necessary CFI process, it must submit the completed form according to the instructions in Part 1, “State Election of FPLS Options.”

Benefit: Use of the print programs option provides states with important FPLS data in a format that can be distributed to staff and used in case processing, well in advance of system programming. Additionally, making information available to staff can be accomplished using minimal state technical resources.

Figure 2-7: FCR Print Programs Election

FCR PRINT PROGRAMS ELECTION			
A. FCR Response Data Available in Report Format			Enter 'Y' to begin or 'N' to discontinue options elected
A-1. SVES Title II			
A-2. SVES Title XVI			
A-3. SVES Prisoner			
A-4. SVES Not Found			
A-5. Title II Pending Claim			
A-6. SSA Death Master Match			
A-7. Insurance Match			
A-8. DMDC Proactive Match			
A-9. ICR Match			
A-10. FCR-ICR Supplemental Match			
A-11. AWR Locate			
A-12. AWR Sweep (Proactive)			
Note: These response reports are returned in an FCR and/or ICR Report Transmission file separately from the FCR and/or ICR Response Batch Transmission file.			
Submitting Agency		Date MM/DD/CCYY	
Requester		Phone (999) 999-9999	
Email Address		Title	

A. REVISION HISTORY

This chart presents a log of the changes that have been made to this document since its creation.

CHART A-1: REVISION HISTORY			
Date	Section	Revision	Author
05/28/10	Entire Document	v1.0: Original release	T. Bolger L. Hudson
03/04/11	Section 2.4.C Section 2.7 Figure 2.7	v2.0: Added AWR security requirements note, the FCR Print Reports Programs Election description and form	L. Hudson T. Bolger C. Dean